

MONTANA SHARED CATALOG
Executive Committee Meeting
Thursday, February 7, 2008
Conference Call

MEMBERS PRESENT: Kim Crowley, Roberta Gebhardt, Jean Neilson, Ann Rutherford, Marilyn Trosper.

MEMBERS ABSENT: Beth Chestnut, Dawn Kingstad.

MSL STAFF PRESENT: Ken Adams, Bob Cooper.

OTHERS PRESENT: None

The meeting convened and was called to order at 2:40 pm by Marilyn Trosper.
Attendance was taken.

ADDITIONS/CHANGES TO THE AGENDA: Marilyn Trosper asked that approval of the minutes from the December 18, 2007 Executive Committee Meeting be added. The minutes were electronically sent to Executive Committee listserv on February 5, 2008.

MINUTES: Kim Crowley moved to approve and Roberta Gebhardt seconded.
Approved by acclamation.

MSC STAFFING:

DISCUSSION: Ken Adams presented the memo he has written to Darlene Staffledt asking for an additional FTE for the Montana Shared Catalog support staff. Kim Crowley asked if a table could be added that showed the original FTE and the number of libraries, the number of libraries when the MSC Assistant was added as an FTE, and the number of libraries now, as well as the way we think the MSC will grow. Marilyn Trosper asked if the memo has already been shown to Darlene. Bob Cooper stated that yes the memo has been shown to Darlene. She has a meeting with the State Library Commission on February 13 and her first meeting with the State Budget Office on February 20. Darlene asked that any changes to the memo be incorporated and then Bob will update her again before these meetings take place. Jean Neilson asked a question on bullet 3 about more support for schools. Ken Adams clarified that schools take more support at the beginning of the year with patron loads and patron rollovers to new grades. He also mentioned the high rate of turnover in school libraries and the lack of training that has been provided for these librarians new to the MSC. Ann Rutherford asked if there were also cataloging issues with the schools. Ken Adams replied that he was not aware of cataloging issues. Marilyn Trosper asked if bullet 3 needed to be explained in more detail in the memo. Ken Adams does not think it needs to be. Marilyn Trosper asked that Ken add the date when the catalog started. Kim Crowley said she would make some editorial changes and send them to Ken. Ann Rutherford moved that we approve the memo with the suggestions and improvements offered here. Jean Nielson seconded.
Approved by voice vote.

FOLLOW UP ASSIGNMENT: Ken Adams will update the memo and present it to Darlene Staffeldt before her meeting with the State Library Commission.

VIDEO CONFERENCING OPTIONS:

DISCUSSION: Ken Adams has consulted VisionNet regarding video conferencing for the membership meetings. He asked for prices using a central site and 2 remote sites. It will cost about \$300 an hour per site. So the membership meeting could cost us \$2,000-3,000 using this technology. He also mentioned that the sites they discussed can only seat up to 20 comfortably. If VisionNet were to come to a site, like the Kalispell Regional Medical Center, and set up the video conferencing it would cost several thousand more. He does not see this as a viable option for the membership meeting. Bob Cooper asked if Ken had contacted OPI about using METNET. Ken replied that they have a contract with VisionNet to provide this service, but we might be able to get a lower cost through METNET. Kim Crowley suggested that this information should be presented at the next membership meeting. She does not think it is a great idea. Marilyn Trosper asked Ken Adams to put this information into a document for the membership. She said that the membership needs to see the numbers involved. Ken Adams agreed to present this at the next membership meeting. Ann Rutherford stated that she thinks we should be helping people to get to the meetings and encouraging them to attend. Jean Neilson suggested that the money used for video conferencing could be used to better help people with the costs of attending the meetings. Marilyn Trosper asked if this needs to be decided soon so it can go into the budget. How will people know why line items have increased or why they are there? Have the costs for the meetings been broken out before?

Bob Cooper stated that two ideas need to be put forth to the membership. An additional amount of money set aside in the budget for meetings using the video conferencing option versus money set aside for member travel reimbursement. Marilyn Trosper asked if this needed to be put with the budget or before. Bob replied that it needs to go out before. Ken Adams suggested that it needs to go out before the end of the month because we will start on the budget in March. The 29th of February was agreed upon as the date it needs to come back to the Executive Committee for approval to go out to the membership. Bob Cooper asked how we wanted the travel reimbursement to work. There are several ways that Federations do it from a flat rate, to percentages to concentric circles. Marilyn Trosper stated that there is never an equitable way of doing this. She asked Bob which way seems the least cumbersome. Bob replied that the flat rate is the easiest, but the concentric circles seem more fair. The Tamarack Federation has a model that could be adopted to put this out for the membership and see how they respond. Ann Rutherford agreed that the concentric circles seem best or fairer. Jean Neilson suggested that we show the two options with the total amount of money needed for the video conferencing and the same amount for reimbursement using the concentric circles. Roberta Gebhardt and Marilyn Trosper agreed with this suggestion and that it seems a logical place to start.

FOLLOW UP ASSIGNMENT: Ken Adams will prepare a document comparing the video conferencing option with the same amount of money used for member travel

reimbursement using the Tamarack Federation concentric circles model. This document will go to the Executive Committee on or before February 29th for input and then out to the membership.

Bob Cooper asked if he could address the committee on two issues. The first issue was a suggestion that the minutes from the Executive Committee meetings be formatted differently, by adding in an action line after the discussion. The action line would reiterate the action that needs to be taken, who is responsible for it and when it needs to be done. He believes that this will make it easier to follow through on items. Roberta Gebhardt stated that she would try to do that with the minutes from this meeting.

The second issue addressed MSC staffing. Bob Cooper made it clear that if the State Library is told not to ask for any more FTE in the Executive Planning Process (EPP) that does not mean that the MSC can not hire someone. We could request a modified FTE, if we can fund the position ourselves. A modified FTE is fairly easy to get approved. It still has to go to the Budget Office for approval, but if there is no government funding involved, such requests are generally approved. Bob just wanted us to know that this is an option if the EPP does not allow us to ask for a position.

Ken Adams mentioned that an offer has been made and verbally accepted for the currently vacant MSC staff position. He will let the membership know when it has officially been accepted.

Meeting was adjourned at 3:30 pm.